Name of the recipient:

Recipient’s company name

Address of the recipient

Date:

**Subject: authorization letter**

I authorize Mr. ABC to take certain actions on my behalf such as withdrawing money from my account, paying rent of my house, using my property such as car while I am not present to handle all these things. There are a few things that I don’t authorize MR. ABC for such as conducting the sale and purchase of my property, transferring money from my account to some other account. This authorization will be valid from 1st Feb 20XX to 21st March 20XX. I reiterate here that the person being authorized will not be able to take any action on my behalf after the authorization period ends.

Mr. ABC is my younger brother and I trust him. He is allowed to sign all the documents and perform all the tasks which are in the scope of the tasks that he has been authorized to do.

I am providing identity information of the person being given authorization such as name, CNIC details, residential address, contact details, passport details, and much more.

Authorized person: Mr. ABC  
Document used for identification: ID card  
ID card number: [X]

Signatures of the person being authorized: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorization start date: 1st Feb 20XX  
Authorization end date: 31st Feb 20XX

Regards,

Name of the sender  
Sender’s designation in the company  
Sender’s signatures